Cabinet for Health and Family Services
Division of Kentucky Electronic Health Information

Policies – Information Technology

Category: 7 000.000
Category: PARTICIPANT OBLIGATIONS

000.000 Policy Title: KHIE Community Virtual Health Record Access

Policy: Access to the Virtual Health Record is limited to Authorized Users.

This policy is only applicable to those Participants who access the KHIE Community Record /Virtual Health Record (VHR). Authorized users will access information via the KHIE Community Record/ VHR in accordance with all applicable policies of the Participant, state and federal law.

Each Participant shall be responsible to designate its own Authorized Users from among its workforce, and designate business associates and contractors authorized to act as Authorized Users on its behalf.

Authorized Users shall be prohibited from sharing their user names and/or passwords with others and from using the user names and/or passwords of others. The use of another's credentials to access the system is prohibited. All users are responsible for all activities related to their unique credentials.

Each Participant shall be responsible for holding its Authorized Users accountable for compliance with the Division of Kentucky Electronic Health Information Participation Agreement.

Each Participant shall immediately suspend, limit, or revoke access authority to KHIE upon a change in job responsibilities or employment status of an Authorized User. Revocation shall occur prior to, contemporaneously with, or immediately following such a change, so as to prohibit continued access authority for individuals who no longer need access on behalf of Participant.

Upon notice from a Participant, KHIE shall be responsible to suspend access authority to KHIE.

Each Participant shall be responsible to designate at least one authorized Key Super User who shall inform KHIE of the suspension, limitation, or revocation of access authority by informing the KHIE Help Desk and subsequently completing the KHIE User Spreadsheet.
    A. The Participant's authorized Key Super User shall contact the KHIE Help Desk to initiate the process of adding or disabling a user.
    B. The KHIE process:
        a. The KHIE Help Desk shall generate a ticket to alert the KHIE representative.

b. The KHIE representative shall contact the Key Super User to provide instructions for completing the KHIE User Spreadsheet to denote the addition and/or disabling of a user.

c. The KHIE representative shall send the revised KHIE spreadsheet in an encrypted email to the Key Super User so that the spreadsheet can continue to be maintained.

KHIE shall inform Participant of KHIE's process for Security Control Measures.

Process for Security Control Measures

1. KHIE Data Coordinator shall periodically send email correspondence to Participant's authorized users' email address to confirm validity.

2. Per KHIE Participation Agreement and KHIE Policy, Participant shall be responsible for informing KHIE of new authorized users and/or revoking access for an existing user due to change in job responsibility or employment status.

3. KHIE shall require Participant to update the KHIE User spreadsheet at least annually.

Scope: This policy applies to all Participants and their Authorized Users and all persons providing contractor services. This policy applies to the Division of Kentucky Electronic Health Information and KHIE employees and contractors to the extent the Division of Kentucky Electronic Health Information is responsible for suspending, limiting, or revoking access authority to KHIE.

Policy/Procedure Maintenance Responsibility: The Division of Kentucky Electronic Health Information is responsible for the maintenance of this policy.

Exceptions: There are no exceptions to this policy.

Review Cycle: Bi-Annual

Timeline:
Revision Date: 04-11-2016
Review Date: 01-1-2017
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